

CALTRANS TRAVEL TIP 2002-07
VAN POOL REIMBURSEMENT
(October 7, 2002)

This note has been approved by Cindy McKim, Chief of the Division of Accounting to be sent to All Caltrans E-Mail Users by the Travel Policy Section. The Caltrans Travel Tip is intended to communicate the Department's travel policies quickly and efficiently to all Caltrans employees.

Transit subsidies have been extended to eligible vanpool riders in **Bargaining Units 2, 9, 13, and 14**. Effective dates for each unit is noted below.

- **Bargaining Unit 2 - Effective May 13, 2002**
- **Bargaining Unit 9 - Effective April 1, 2002**
- **Bargaining Unit 13 - Effective August 30, 2002**
- **Bargaining Unit 14 - Effective July 31, 2002**

Eligible employees riding in **qualified** vanpools may claim 75 percent reimbursement of their monthly vanpool fees, up to a maximum of \$65 per month.

Note: If you are a Primary Driver in a qualified vanpool, you may only submit a Driver Incentive claim. Primary Drivers cannot be reimbursed both the Driver Incentive and Rider reimbursement. Please contact your District's Vanpool Administrator for more information regarding Driver Incentives.

According to Internal Revenue Service Section 132 and the Department of Personnel Administration Rule 599.636, a **qualified** "commuter highway vehicle" (Vanpool) is considered to be:

- A group of seven (7) to 15 people, including the driver, enrolled in a vanpool commuting together.
- At least 80 percent of the vehicle's mileage usage is used for transporting employees between their residences and their places of employment.
- The number of employees transported for such purposes is at least 50% of the adult seating capacity of such a vehicle (not including the driver).

New Reimbursement Process for Caltrans Vanpools Only.

A new process has been developed to allow Caltrans employees participating in Caltrans Vanpools the ability to deduct the allowable vanpool subsidy from their monthly vanpool payment. To qualify, you must ride in a qualified Caltrans sponsored vanpool.

The new process is in lieu of submitting a Cash Expenditure Voucher (described below) and saves time, effort, and paperwork. Eligible employees can use the new process for their October 2002 Vanpool Fees (October 1, 2002 through October 31, 2002)

All eligible employees seeking reimbursement for retroactive vanpool subsidies, must use the Cash Expenditure Voucher process detailed below. Please contact your District's Vanpool Administrator (Attached below) to determine whether or not your District is participating in the new process and for specific instructions. If your District is not participating at this time, please submit a Cash Expenditure Voucher to receive your vanpool subsidy.



District Vanpool Administrators.

Cash Expenditure Voucher (CEV) Reimbursement Guidelines:

Employee's participating in Non-Caltrans Vanpools or for employees participating in Caltrans Vanpools submitting retroactive claims must use the CEV process outlined below:

1. Submit a Cash Expenditure Voucher FA-0202. *Note: Multiple months may be included on the form with the exception of June and July which must be filed separately.*
2. Include a Vanpool Subsidy Certification Form for each month in which reimbursement is being claimed.
3. Include a receipt showing the following information:
 - Purpose and Month of payment (i. e., January 2002 Vanpool Fees)
 - Printed name and signature of the person receiving the payment
 - Address and phone number of the person receiving the payment
 - Amount of the payment
4. Code all Vanpool Subsidies on the Cash Expenditure Voucher to:

• Source District	81
• Charge District	81
• Expenditure Authorization	830152
• MSA Code	Object Detail 134
5. Send the Cash Expenditure Voucher, Vanpool Subsidy Certification Form, and appropriate receipt to the Travel Payments Section, MS 25.

For your convenience, attached is the Cash Expenditure Voucher, FA-0202 and the Vanpool Subsidy Certification Form. If you cannot open the attachments or have questions regarding the CEV process or other travel policies, please contact Gilbert Petrissans at (916) 227-9079 or Nancy Ledesma at (916) 227-9092.



fa0202.frl



FA0202.pdf



VP Certification.fr



VP Certification.pd

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert Petrissans at Gilbert_Petrissans@dot.ca.gov or Nancy Ledesma at Nancy_Ledesma@dot.ca.gov. TTY users may also call 1-800-735-2922.

For additional travel policies or electronic forms, please visit the Caltrans Travel and Expense Guide at <http://adsc.caltrans.ca.gov/ASC/travel/>.

Happy travels.



Cal T. Rans
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